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Modified Effective: November 20, 2011
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Modified Effective: January 21, 2018

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

FOOD SAFETY SUPERVISOR

I. INTRODUCTION

A. Purpose and Use of this Classification Specification

This classification specification is the basic authority (under ER 2.04, Wis. Adm. Code) for making classification decisions relative to present and future positions located within the Department of Agriculture, Trade and Consumer Protection's (DATCP's) Division of Food & Recreational Safety which supervise a staff of technical science positions responsible for a variety of work related to the evaluation of food, dairy, and recreational facilities to promote and enforce compliance with food, dairy, and recreational safety laws. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as the framework for classification decision-making in this occupational area.

SPECIAL NOTE: This classification may not be used to classify any position or fill any vacant position after January 21, 2018 even if a position is performing duties similar or identical to those described herein. It is the express intention that this specification be abolished through the attrition of the current incumbents of the positions described and that all future classification decisions, after January 21, 2018, for positions performing work described within shall be made pursuant to other classifications which exist at the time of the decision. Vacated positions, after January 21, 2018, may not be refilled on a replace-same duties basis.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions primarily in the DATCP Division of Food & Recreational Safety responsible for supervising a staff of technical science positions responsible for a variety of work related to the evaluation of food, dairy and recreational facilities to promote and enforce compliance with food, dairy, and recreational safety laws.

The work of these positions involves directing activities toward facilities and processes that pose the highest risk of causing injury or water- or food-borne illness, providing education and consultation to industry so they understand how the regulatory requirements apply to their

operations, and/or working with industry to not only correct problems, but help them find ways to prevent recurrence of problems.

Positions must meet the statutory definitions of supervisor as defined in s. 111.80(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

NOTE: This classification is only to be used to classify positions before January 21, 2018.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions classified as Meat Safety Supervisor which, for a majority of time, oversee inspections and compliance with laws, regulations, and standards pertaining to the slaughtering, processing, and marketing of meat and poultry products;
2. Positions classified as Animal Health Inspector Supervisor which, for a majority of time, oversee inspections and investigations related to animal health laws, rules, regulations and standards and practices governing the consignment, containment, disease control, handling, humane treatment, identification, movement, and sale of animals and livestock;
3. Positions in the Environmental Health Sanitarian or Environmental Health Supervisor classification series;
4. All other positions which are more appropriately identified by other classification specifications or series;
5. Any position not meeting the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission; and
6. Any position not classified, or filled, before January 21, 2018.

D. Entrance into this Classification

Employees will not enter this classification by any personnel transaction type (including, but not limited to: original hire, reclassification, reallocation, promotion, demotion, transfer, etc.).

II. DEFINITION

FOOD SAFETY SUPERVISOR

Positions allocated to this classification function as a supervisor over a staff of Food and Dairy Sanitarians and/or Environmental Health Sanitarians responsible for field evaluations.

The work of these positions involves directing activities toward facilities and processes that pose the highest risk of causing injury or water- or food-borne illness, providing education and consultation to industry so they understand how the regulatory requirements, including licensing, apply to their operations, and/or working with industry to not only correct problems, but help them find ways to prevent recurrence of problems. Positions work to promote and enforce compliance with state and federal

food, dairy, and recreational laws, rules, regulations, and standards. The positions assign staff, coordinate and evaluate program activities, and perform special assignments within the program area.

Supervisory duties also include: effectively recommending the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate employees; assuring conformance with established policy, procedures, and standards; planning and conducting training and orientation for assigned staff; and directing the preparation of materials for presentation to the appropriate departmental, state, or local personnel for formal legal or enforcement action.

Positions further act as a liaison, maintain working contacts, and perform joint activities with federal, state, and local food and food product agencies, law enforcement and other regulatory agencies, and other pertinent persons and/or organizations. In addition, positions conduct informational activities relative to the interpretation and application of the objectives and requirements of the assigned food programs.

General supervision is received from higher level supervisors (e.g., Section Chief, Bureau Director, etc.).

III. QUALIFICATIONS

The qualifications required for this classification will be determined on a position-by-position basis at the time of recruitment. Such determinations will be based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience(s) which provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective April 19, 1992, as part of the Inspector Personnel Management Survey and announced in Bulletin CC-330. Due to changes in the qualifications as required by the DATCP – Division of Food Safety, the classification specification was updated effective November 20, 2011, and announced in bulletin OSER-0290-MRS/SC.

This classification specification was modified effective June 2, 2013 and announced in Bulletin OSER-0324-MRS/SC to reflect the addition of a supervisory position over a new Agent/ Outreach work unit within the DATCP – Division of Food Safety.

This classification series was modified effective December 13, 2014, and announced in Bulletin OSER-0384-CC/SC to clarify to add an allocation for position that will perform Milk / Lab certification program management and other technical duties.

This classification was modified effective January 21, 2018 and announced in bulletin DPM-0458-CC/SC to reflect program changes due to the July 2016 program merger between DHS and DATCP. This classification has been intentionally updated to limit additional use of the classification after January 21, 2018. The majority of, or future positions, performing work similar to that described within this classification will be Environmental Health Services Supervisors or Meat Safety Supervisors.

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